

NOV 28 1977

Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505


Dear Mr. Turner:

On October 27, 1977, the General Services Administration (GSA) presented a paper at the Assistant Secretaries Management Group. This paper, entitled Policy for Acquiring Space in the National Capital Region (copy enclosed), deals generally with three major points:

1. An immediate reduction of each agency's office space holdings by 10 percent.
2. A 5-year housing plan developed by the agencies in concert with GSA.
3. The possibility that certain agency functions can be located outside the National Capital Region (NCR).

The enclosed paper, as the cover sheet states, is merely an outline of a new policy. Before this policy is refined and formalized, we are asking each agency to submit in writing any comments, suggestions, or recommendations that might aid us in developing a firm, workable policy which will enable us to meet the Administration's goal of achieving optimum utilization of space. As the enclosed chart demonstrates, over the past 27 years the overall utilization rate for space occupied by Federal agencies in the NCR has increased sharply, contributing significantly to the cost of the Government. With your help, we can reverse this trend.

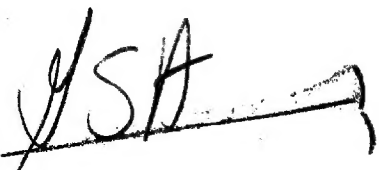
Sincerely,


JOHN F. GALVANI
Regional Administrator

Enclosures

DEC 5 1977

EXECUTIVE REGISTRY FILE



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